

United States Bankruptcy Court  
Eastern and Western Districts of Arkansas  
300 W. 2<sup>nd</sup> Street  
Little Rock, Arkansas 72201  
501-918-5500

September 24, 2004

NOTICE TO ATTORNEYS REGARDING  
CHANGE IN CREDIT CARD PAYMENT PROCEDURES

The United States Bankruptcy Court for the Eastern and Western Districts of Arkansas will be upgrading to ECF version 2.5 on September 30, 2004. This new version addresses the Judiciary's change-over to a new credit card processing center. Users will see payment screens similar to standard internet payment screens. Users will be asked to provide address information as well as credit card information.

Below, we have provided a short instructional guide of the changes for your use. The notice to convert Chapter 13 to Chapter 7 event is used in this example.

Upon completion of filing the notice to convert Chapter 13 to Chapter 7 the payment screen will appear. Select **"Pay Now."** You may select "Continue Filing" if you are filing multiple pleadings and wish to pay when finished filing.

At anytime, you can view and pay any outstanding fees in ECF by accessing **Utilities, Internet Fees/Payments.**

Date Incurred	Description	Amount
2004-09-14 15:04:21	Notice to Convert Chapter 12/13 to Chapter 7(1:04-bk-10052) [notice,ncnv7] ( 15.00)	\$ 15.00
		<b>Total: \$ 15.00</b>

The new ECF 2.5 payment screen requests more detailed information pertaining to the card holder's address and credit card. This address must match the billing address of the credit card. All boxes denoted with an asterisk must be completed for the process to continue.

Once the information requested is complete, press **“Continue.”**

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

[Section 508 Policy](#)

### Enter Payment Information

Cardholder Name:	<input type="text" value="Marie Parrish"/>	*
Address:	<input type="text" value="300 W. 2nd St"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text"/>	
<input checked="" type="radio"/> State:	<input type="text"/>	-- OR --
		<input type="radio"/> Province / Region / County:
	<input type="text"/>	
Country:	<input type="text"/>	
(Instead of state, if necessary)		
Zip Code:	<input type="text" value="72201"/>	*
Card Type:	<input type="text" value="Visa"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	
Expiration Date:	<input type="text" value="—"/> / <input type="text"/>	*
Payment Amount:	<input type="text" value="\$15.00"/>	*

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Below, you will see the Payment Summary and Authorization screen. Review screen to confirm the information is correct, type in your email address, and then re-enter your email for verification purposes. Once confirmed, press **“Make a Payment”**, **“Edit,”** or **“Cancel,”** if needed.

**NOTE:** Be sure to select the Authorization box to authorize payment.

**Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer**

[Section 508 Policy](#)

### Payment Summary and Authorization

<p>Cardholder Name: Marie Parrish Address: 300 W. 2nd St Address 2: City: Little Rock State: AR Country: Zip Code: 72201 Card Type: Visa Card Number: *****1111 Expiration Date: 10 / 2006 Payment Amount: \$15.00 Current Date and Time: 09/14/2004 04:38 PM</p>	<p><b>Plastic Card Payment Steps</b></p> <ol style="list-style-type: none"><li>1. Select Payment Type</li><li>2. Enter Payment Information</li><li><b>3. Authorize Payment / Payment Summary</b></li><li>4. Payment Confirmation</li></ol>
---	--

**Authorization\***

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

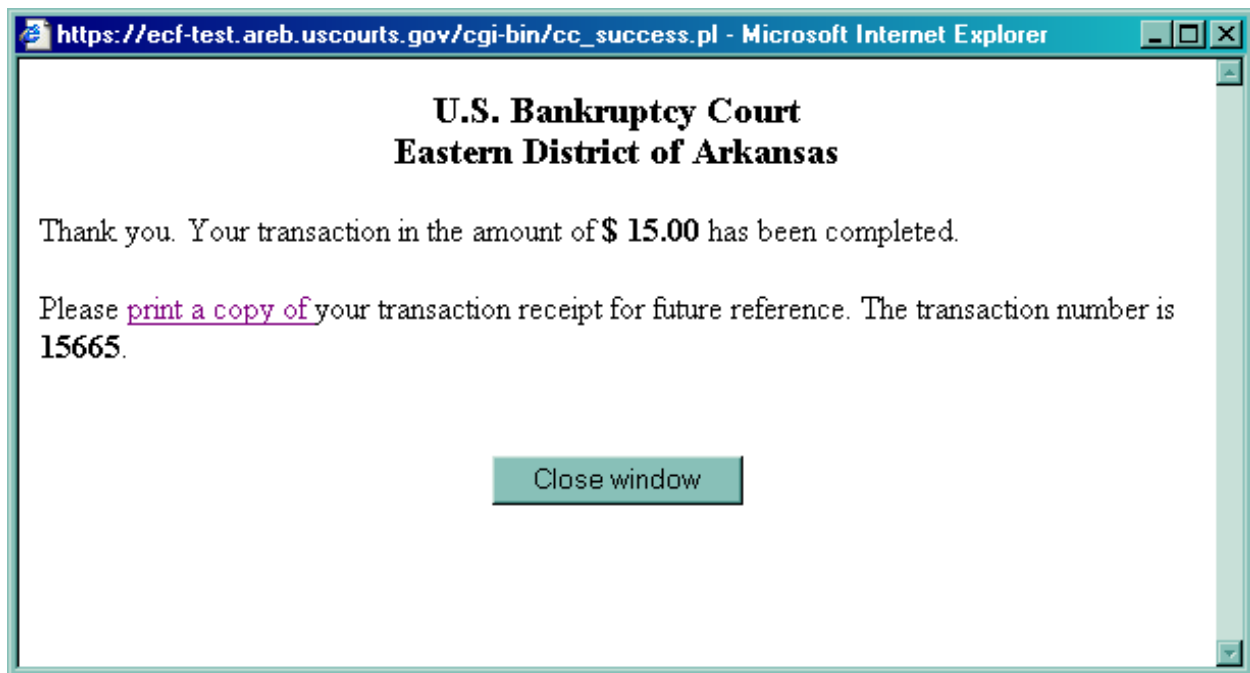
**Confirmation Receipt Request**

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

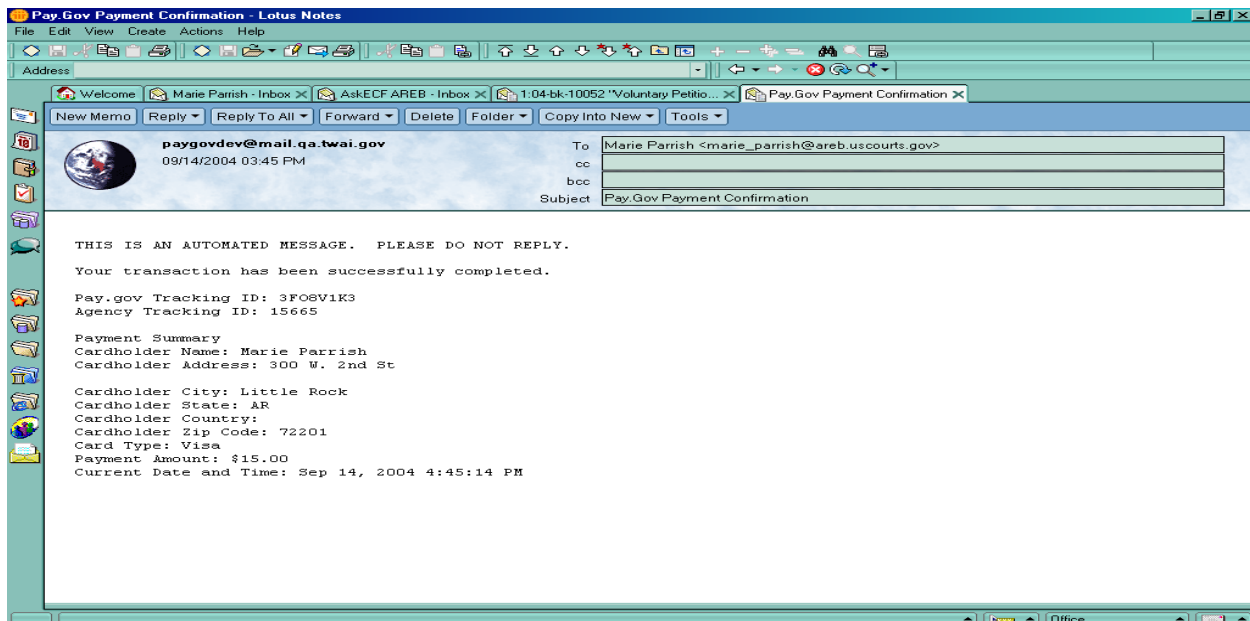
Email Address:

Re-enter Email Address to Confirm:

The next screen is the confirmation page. The transaction number appears that notes a payment has been made for the amount you authorized. To print this page for your file, click the [print a copy](#) link.



After payment has been made, an email will be sent to indicate final confirmation of payment.



If you have any questions or need additional assistance, please contact the ECF Helpdesk at (501) 918-5590.